

# CAREER OPPORTUNITY

### CITY OF LA HABRA, CALIFORNIA

HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631 110 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000

#### **CIVIC CENTER**

## POOL MANAGER (Temporary/Part-time)

Salary Range: \$14.00/hr. to \$15.25/hr.

The City of La Habra is recruiting to fill the position of Pool Manager in the Community Services Department for the summer months approximately from June thru August. The Pool Manager will work approximately 20 to 30 hours per week with the availability to work additional hours.

#### **DEFINITION:**

Under direction; plans, organizes, and coordinates a wide variety of recreational aquatics programs for children and adults throughout the city. Provides supervision to part-time lifeguards/instructors. Maintains pool facility and operation. Sets standard as primary example for class instruction, lifeguarding, water safety, and customer service. Fulfills duties of Lifeguard and Swim Instructor. Must be versatile and able to work various City events as assigned by supervisor. This position will be required to work the City of La Habra's Annual 4<sup>th</sup> of July event, including some days post and prior to event.

#### **ESSENTIAL DUTIES** (Duties may include, but are not limited to the following):

- Plans, initiates, organizes, and supervises the aquatics program for the city.
- Responsible for maintaining safety and cleanliness of pool facility during recreation swimming hours of operations.
- Responsible for opening and closing the facility.
- Assists in selection of staff and teen leaders.
- Trains and supervises staff of lifeguard/instructors and teen leaders.
- Sets standards for selection of part-time personnel.
- Serve as a mentor to teen leaders.
- Schedules routine staffing levels for daily work and special events.
- Prepares performance evaluations.
- Collects and processes open swim fees.
- Maintains the health standards for pools as set by governing authorities.
- Teaches a variety of swimming classes.
- Updates the procedures for teaching classes.
- Administers emergency first aid when needed.
- Keeps records and prepares reports.
- Purchases equipment/supplies and prepares requisitions.
- Creates, monitors, and updates the program budget, and makes budget recommendations.
- Analyzes programs.

- Updates social media with program information.
- Conducts bi-monthly evaluations at the conclusion of each swimming lesson session.
- Observes the pool area(s) for safety and security purposes.
- Provides excellent customer service and detailed program information to the general public.
- Conducts staff and teen leader trainings.
- Organizes, promotes, demonstrates, and conducts special events including, but not limited to: Dive-In Movies; Concerts in the Park; and Pool Fun Friday's.
- Performs other related duties as required.

#### **QUALIFYING KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

- ➤ All instructional levels of Swimming Classes and Lifeguarding skills, and any future programs.
- Resuscitation, first aid, lifesaving and water safety techniques.
- > Pool operation, and all City, County, and State laws governing the administration of public pools.

#### Skill and Ability to:

- Plan, organize, and supervise a wide range of aquatic programs for all ages.
- Assist in hiring staff.
- Train and supervise specialized staff.
- Establish good working relationships with staff and the citizens.
- Provide excellent customer service to the Community.
- Communicate effectively with individuals from diverse backgrounds.

#### TRAINING AND EXPERIENCE:

Any combination of education and experience that provides the qualifying knowledge, skills, and abilities. Experience working with the public is required. Must be at least 18 years of age in order to apply. Bilingual (English/Spanish) is highly desirable. Two years of experience as a Lifeguard/Swim Instructor. Experience in a leadership capacity is preferred. Prior experience as a pool manager, assistant pool manager, or senior lifeguard for two years is preferred, including duties as instructor/scheduler.

#### **CERTIFICATES AND LICENSES:**

Bachelor's degree from an accredited college is desirable. Must possess and maintain a valid California Class C driver's license. Lifeguard-Title 22 certificate, Lifeguard training and certification, CPR, and certification as a Water Safety Instructor (WSI).

#### **APPLICATION PROCEDURE:**

Applications are available on the City's website at <a href="www.lahabraca.gov">www.lahabraca.gov</a> or in the Human Resources Department. Completed applications <a href="will-be-accepted until 5:30 p.m. on Thursday">will be accepted until 5:30 p.m. on Thursday</a>, <a href="March 23">March 23</a>, <a href="2017">2017</a>. Resumes will <a href="march-not">not</a> be accepted in lieu of a completed City application. Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a drug screening and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.